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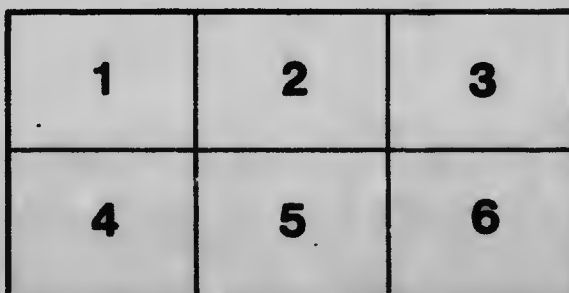
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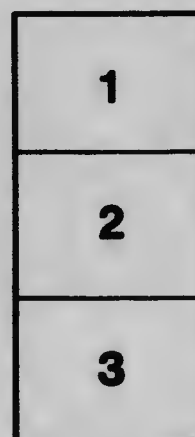
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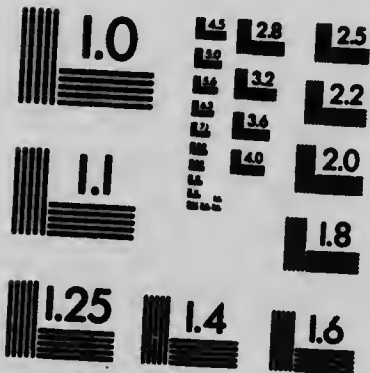
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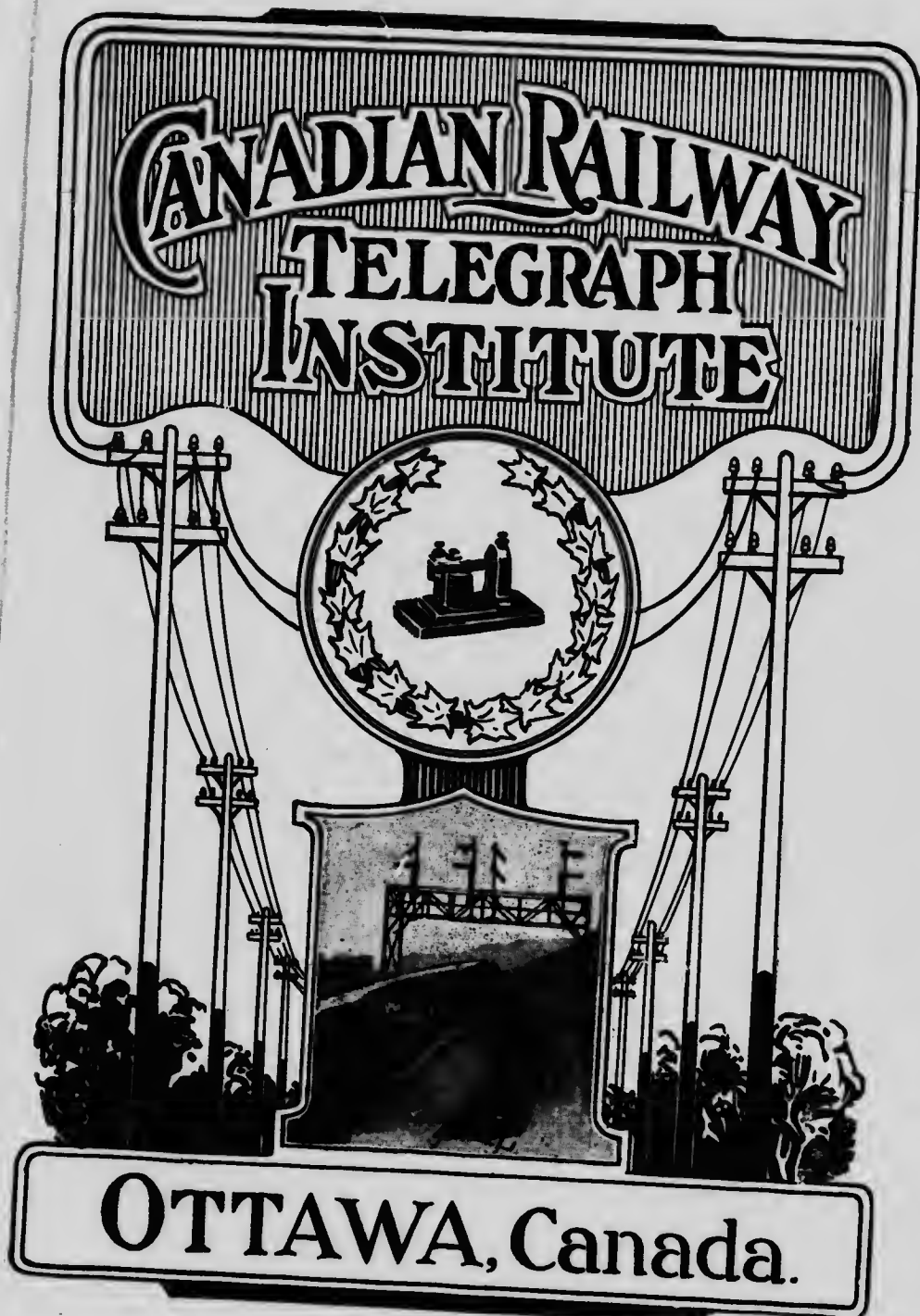
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CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

## *Young Men*

**A**RE you fitting yourself for a position in life which will grow better with the years? A position in which energy and push will be appreciated to the extent of adding dollars to your salary? Do you know that some of the greatest and richest men in the world started as Railway Telegraphers, such as Thomas Edison and Andrew Carnegie. Don't be satisfied with small jobs. Get in line for big money. Do it now.



THE OTTAWA PRINTING COMPANY, LIMITED.



## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### INTRODUCTORY

**T**HE problem of how to make the most of one's self is the most vitally important question that confronts every young man starting life. Many young people with more than ordinary ability are not succeeding because chances make it impossible for them to secure a practical training in any line of business that offers opportunity for advancement. They are, consequently, wasting their energies in work where ability counts for nothing and opportunity for advancement is impossible.

To all ambitious young men, we offer a training for a field where advancement is only limited by one's ability.

There is no business enterprise in the world to-day that offers such opportunities for the young man as Railway Telegraphy. The thousands of miles of railroads that are being built yearly,—the increasing volume of traffic,—the demand for improved transportation facilities, and the new American and Canadian Railway Laws which require telegraphers for eight hour shifts, have so increased the demand for telegraph operators that there is a shortage of thousands of operators on the Canadian Railways alone.

In learning Telegraphy you are acquiring a practical training that not only pays well at the start, but enables you to master the groundwork of the Railway business such is possible in no other way. An experienced telegrapher soon becomes qualified for train despatcher and station agent, with increasing responsibility as he demonstrates his fitness. In fact, most of the greatest men in the world to-day started as telegraphers. Such as Thos. Edison, Andrew Carnegie, James J. Hill, Sir Erick Geddes and others.

The object of the Canadian Railway Telegraph Institute is to furnish young men who wish to make their future a success, the opportunity to learn a business that will enable them not only to earn a good salary immediately on the completion of their studies, but one in which there is always an oppor-



## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

tunity to advance, for all who possess determination, energy and ability.

Eighty-five per cent of Railroad Presidents and other high Railway officials rose from the ranks of the Telegraph office. The height to which the young man in this profession may aspire is unlimited.

The demand for operators is far greater than the supply. Officials from numerous prominent Railways have not only written us, but have visited our School seeking telegraphers, and were quite willing to employ those who a few years ago would not have been considered fair operators. The inability of the Railways to secure operators has become a perplexing problem to them.

Our Institute offers every advantage to those taking up telegraphy and station work. Our teachers are in daily touch with the practical work, and are not only teachers but practical train despatchers and station agents. Our equipment is the very latest and most complete obtainable. And our Institute is the only one in Canada in which a student can become qualified as a telegraph operator and station agent. We are receiving calls every few days from the different railways for men who can telegraph.

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### TELEGRAPHY IS BEST SCHOOL

It is the opinion of those best fitted to judge that in the future, as in the past, the men who start at the telegraphers' key and end in the general manager's, vice-president's and president's offices will be numerous in the land. This is the view taken by William A. Gardner, who, as vice-president in charge of the operation and maintenance of the Chicago and Northwestern, controls the handling of more trains, perhaps, than any other railroad man in Chicago. Mr. Gardner himself began railway work thirty years ago as a telegrapher for the Chicago & Alton at Lemont, Ill.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### HOW RAILROAD MEN CLIMB

Telegraph: Key To Success.—By S. O. Dunn  
in the Chicago Tribune.

The greatest railway men of this country have come up from the ranks. Here and there are a few who have entered the railway business with a university education or through the avenue of good positions, but a large majority have started with a common school education and near the bottom rung of the ladder. There is hardly a humble calling connected with the business from which one or more men have not climbed to the top.

President Harris, of the Burlington, began his railway career as an office boy in the offices at Hannibal, Mo., of the road of which he is now head. President Winchell of the Rock Island, and President Mellen of the New York, New Haven & Hartford, started in minor clerkships. President Harahan, of the Illinois Central, forty-two years ago was a switchman in the yards at Alexandria, Va.

But the instrument with which the largest number of railway men have unlocked the door to great successes has been the telegrapher's key. Probably more of the prominent railroad operatives of this country started in the business as telegraph operators than in all other ways combined.

"I don't mean to assert," said Mr. Gardner, "that men can't be trained for operating officials as well in any other school as in that of the telegraph operator, but I believe that in the future, as in the past, that is the school from which the greatest number of them will be graduated. Superintendents constantly are on the outlook for operators who show special alertness, coolness, and clearness of head and application to their duties. Such operators, no matter where they are found, are advanced speedily to the train dispatchers' office as vacancies occur."

**CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**



**W. J. HEALEY, PRESIDENT**

The President, Mr. W. J. Healey, is one of the best known railroad men in Canada. He was born and educated in the city of Ottawa, learning telegraphy in the Great North Western Telegraph Company's office here. After graduating he worked for a few years as a commercial telegrapher, he then went to the United States and worked as a railroad operator until the spring of 1894, when he returned to Ottawa and entered the employ of the Canadian Pacific Railway as station agent, being employed in that capacity at various stations on their lines, and at last working up to the important position of Agent for that company in this City which position he held for a number of years resigning lately.

CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

GREATER OPPORTUNITIES IN TELEGRAPHY AND  
RAILWAY STATION WORK FOR YOUNG  
MEN AND WOMEN

**A** GOOD position as Station Agent, Telegrapher, Freight or Ticket Clerk is awaiting you at some one of the many railway stations and telegraph offices in Canada—a business that is permanent, carries with it a good salary, and puts you in line for advancement, if you will train yourself to take advantage of the opportunity. There is no line of work that is more interesting, and that will afford you more chances for advancement, than Telegraphy and Railway Station Work. A skilled Telegrapher or Station Agent is always sure of a good position at a good income.

Read this book carefully, for the letters from leading Railway Officials endorsing our Course will surely convince you of the demand for men and women, and the opportunities for advancement.

The wages paid to Station Agents, Telegraphers, Freight and Ticket Clerks are given elsewhere in this book, and in addition to these wages, the Agent at most stations receives free house, coal, wood, etc., as well as a commission on express and commercial telegraph business.

**The Course is easy to study.** Any average person with a common school education can study the Telegraph or Station Agents' Course with little effort, in about six months.

**A Young Man** qualified as a Station Agent has over 100 different avenues in which he can work, any one of which will earn him a good living; and a **Young Woman** qualified as a Commercial Telegrapher is always sure of employment at good wages.

The Telegraph and railway business is booming now, and it is likely to continue for years. Therefore, the opportunities for securing steady positions at good wages are greater than ever before. Take your first step to a better position by enrolling in one of our courses TO-DAY.

Yours very truly,

W. J. HEALEY,  
President.

**CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**



**MR. G. H. HEALEY, MANAGER**

The Manager, Mr. G. H. Healey, is also well known in the railroad world. He was born and educated in Ottawa. Learning telegraphy in the Canadian Pacific Railway offices, for which company he worked as station agent and operator at various stations in the Upper and Lower Ottawa Valley. In 1910, Mr. Healey entered the employ of the Grand Trunk as travelling auditor between Montreal and Chicago, remaining in that position until he resigned lately.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### STATEMENTS FROM LEARNED MEN

**Jas. J. Hill**, owner of the Great Northern Railway and several other large railroads, said: "A railroad operator can learn more of the fine points of railroading in one year than a man in any other branch of the service can learn in five." (Mr. Hill started out as a railroad operator.)

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**Hon. Chauncey M. Depew**, United States Senator and President New York Central and Hudson River Railroad: "When a young man takes charge of a telegraph office, where he has to do with the operating of the road, he is in a school where he is taught larger things than those he is doing. Railroad business is not only a business in which men can make their living, but it is a university. It is a profession to be proud of, a profession that supports a million men on the payrolls in the United States."

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**Col. R. C. Clowry**, President of the Western Union Telegraph Company, in delivering an address in New York City, said: "I believe that there is no better business school for the young man than telegraphy, and the careers of many of the leading business men of this country confirm this belief. It is thought that fully eighty-five per cent. of the railway managers in the United States were telegraph operators in their younger days, and I am constantly meeting men prominent in every branch of business, who served a number of years at the key, and in all cases they are proud of their former occupation."

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The reader's attention is called in particular to the fact that only 15 per cent. of the high railway officials have come from the many other departments of the railroads.

While telegraphy itself is an excellent trade or profession, yet its greatest value lies in the fact that it is a stepping-stone to something higher and better. Read Senator Depew's statement on this page.

**CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**



**MR. W. M. ROSS, PRINCIPAL**

Our Principal, Mr. W. M. Ross, began his railroad career some twenty-five years ago as assistant agent on the Grand Trunk Railway, working up to the position of operator and station agent at some of the largest stations on that system. He remained with this company for a number of years, resigning to accept the position of train dispatcher with the Delaware and Hudson Railway at Montreal. His ability was immediately recognized by that Company and two years later he was promoted to the important position of Chief train dispatcher of the Delaware and Hudson Railway System.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### WHERE CAN MORE BE ACCOMPLISHED— IN OUR SCHOOL OR IN A RAILWAY OFFICE?

If a person did, in some way, succeed in making arrangements to learn in a railway telegraph office, he would be known around the station as the **helper**, for it is his duty to do all the work that he can. He is the errand boy, cleans the office, scrubs it; cleans the switch lights, the office lamps and cuspidors, the batteries, and, in fact, everything that needs cleaning he cleans, or perhaps he does all the undesirable work that belongs to every other employee around the station.

Perchance the opportunity will present itself to the operator so that he may "cut out" one of the telegraph instruments for the student to use as a "short circuit" for a short period of time. In this way he will attain the alphabet, which usually takes him two or three weeks. The operator will give him but little, if any, instruction as to how he should obtain the movement, position, or learn the alphabet. It takes from two to three years to learn in this way.

Upon entering our institution, the student receives individual instruction from a teacher who is experienced in teaching as well as in practical work. The position and movement are first given, followed by the alphabet, taught theoretically, **not** alphabetically. This is followed by simple, then difficult exercises. After this is attained, which generally requires three or four days, he is placed at a table with others from whom he receives some six hours, and sends one hour each day. After a speed of fifteen words per minute has been attained, he is promoted to the intermediate department, where beginning railroad work is thoroughly taught.

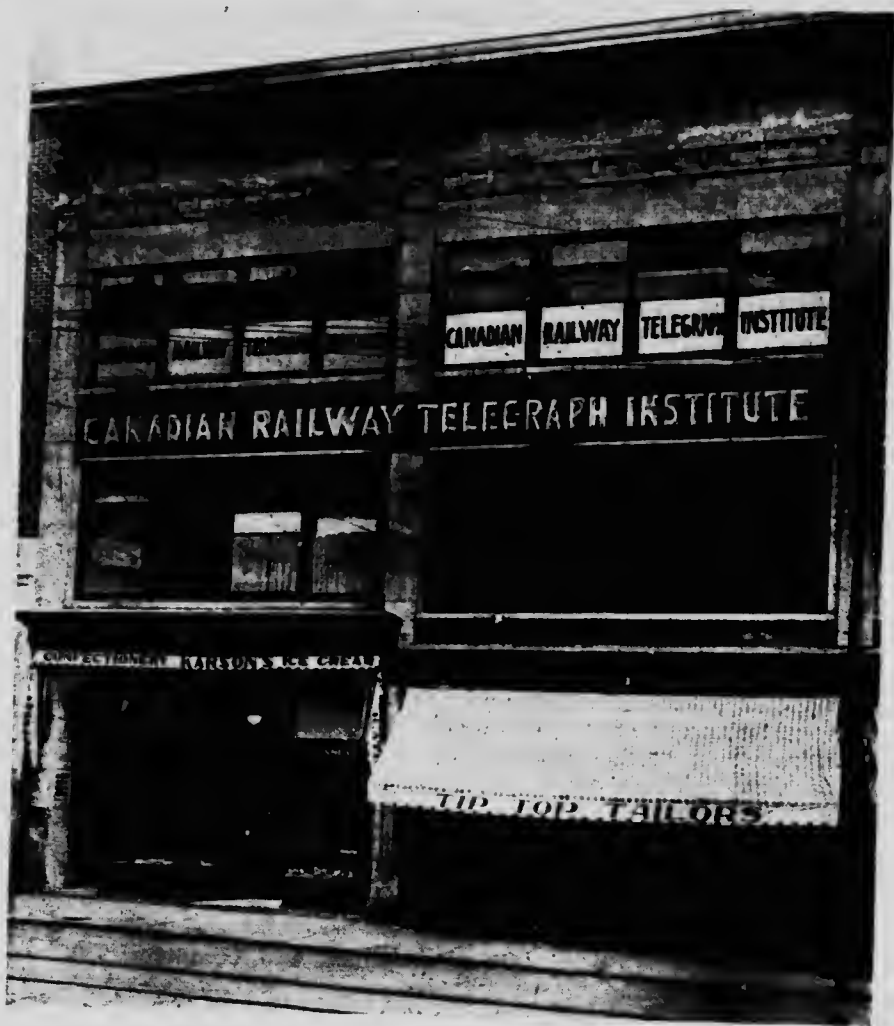
It is just as reasonable to believe that a child can learn his A, B, C's in the High School Grade as to believe that the student can learn Telegraphy to advantage in a Telegraph office, where the speed is from twenty-five to thirty words per minute.

Our Telegraph course is simplified and complete. A student is enabled to learn to receive and send messages in about one-sixth the time that it would take him to learn in a telegraph office, where the lines are always busy and the transmission is so rapid that a beginner can scarcely distinguish a word.

We very frequently enrol persons who have tried to learn in a railroad office, and had to give it up because there is absolutely no chance to learn there on the main line wires, as no one except the regular operator is allowed to use the main line instruments, as it would interfere with the regular business.



## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA



### HOW TO FIND THE SCHOOL UPON ARRIVAL

We are situated at the corner of Bank and Sparks Streets, Ottawa's busy corner. If you come in at the Broad Street station, take an Albert Street car and it will let you off at our door. If you come in at the new Central Depot, it is only three minutes' walk up Sparks Street.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### COMPLETE TELEGRAPHY COURSE FOR THE MAN OR WOMAN WHO WISHES TO SPECIALIZE

This course covers instruction in both Railway and Commercial Telegraphy, and qualifies a student to immediately step into a regular position in either the railway or commercial service. Instruction with special lectures is given in the Day and Night School, the regular books and report forms being furnished by the G. N. W. and C. P. R. Telegraph Companies.

Telegraphers entering the service as regular operators receive a standard wage to begin with.

#### SUBJECTS TAUGHT

Elements of Telegraph Operating. The Morse Code. Description of Telegraph Instruments. The Sending and Receiving of Railroad Messages. Train Reports and Consists. Train Orders. Whistle Signals. Color Signals. New Standard Train Rules for Single and Double Track. Telegraph Car Report. Commercial Telegraphy. Switch Boards. Tariff Book and Reports. Office System. ~~(Coupled with the regular work of the Institute from G. N. W. Co.)~~

**Note.**—Students going on the Railway should take up this complete course. The Commercial Telegraphy is usually taken by young women or men who desire to go into city and town offices, in which case the Railway work is left out of the course. The use of the typewriters is free to all students.

#### TICKET AND BAGGAGE COURSE

The Ticket course qualifies a student in handling the Tickets at the average Railway Station or the work in a city or town office. It applies to any Railway and is a very important course for a Telegrapher to have. In the Day and Night School, lectures and practical demonstrations are given, the regular ticket case and railway forms being used by the student.

Since the Ticket Sales of station and city offices form part of the railway revenue, you will see how important it is to have a thorough knowledge of this work. Fully ninety per cent. of the Telegraphers sell the tickets at stations. Ticket

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

Clerks are employed in city and town offices, also on electric railway lines.

The Baggage course qualifies a student as a Station Baggage-man for any railway or steamship line. Students taking the Ticket Course should also take the Baggage, for in Railway work, Telegraphers and Ticket Clerks must understand Baggage.

### SUBJECTS TAUGHT

Local Card Tickets. Local Book Tickets. Foreign or Coupon Tickets. Ticket Sales Book. Method of Making the Sale of a Ticket. Entering Records of Sales. Arranging Ticket Case. Exchanging Tickets. Requisition for Tickets. Theatrical Troupes. Excursion Parties. Conventions. Ticket Reports. Office System. Methods of Filing Circulars and Tariffs. Balance Sheets, etc.

Baggage Rules and Regulations. Articles which may be Checked. Articles that will not be Checked. Authority for Checking. Free Allowance. Excess Baggage. C. O. D. Storage. Delivery and Forwarding. Bicycles, etc. Commercial Travellers. Theatrical Baggage. Corpses. Baggage Rooms. Reports, etc.

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A. C. Shaw, Gen. Passenger Agent C.P.R., Winnipeg, Man., says:—"A school where young men can learn the ground work of Passenger Department or Railroad Ticket Selling is one that I should like to see meet with success, as it would enable us to procure employees with some knowledge of the work, the shortage of which, at the present time, renders it extremely difficult for us to properly equip our Ticket Offices in the West."

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### THE FREIGHT COURSE

This course covers instruction applicable to the C.P.R., G. T. R. and Canadian National Railways, and is the most practical course of its kind in existence. It covers fully the regular work in a freight office or station. The instruction is supplemented with the regular books and forms of reports, which are supplied to us by the three railways. This course will qualify a student for a position in any freight office in Canada.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

An army of clerks are required to handle the Freight business of the railways. A glimpse into the Freight Offices at Toronto, Montreal, Winnipeg, and the smaller cities and towns will convince you.

Hundreds of Telegraphers are handicapped on the railway at present on account of not having a knowledge of the Freight business. Good Telegraphers and good Ticket men are obliged to turn down promotion, on account of not knowing the Freight work.

Think of the enormous Freight business the railways are doing now. Think of the electric radial lines, that will be handling Freight. Thousands of Clerks, Freight Agents, etc., will be required. You do not have to give up your present position to qualify in this work—learn it at night.

### SUBJECTS TAUGHT

Shipping. Bills of Lading. Way-billing. Classification. Local Freight Shipments. Through Freight Shipments. Live Stock Shipments. Through Way-billing. Exports. How to Handle Inward and Outward Freight. Advice Notes. Warehouse Books. Inward and Outward Freight Reports. Over, Short and Bad Order Reports. Tariffs, Cash Book. Remittances. Balance Sheets. Office Systems, etc.

### STATION AGENTS' COURSE

In addition to our regular course in railway and commercial telegraphy, we have inaugurated a complete system of instruction in a Station Agents' Course, including Freight, Tickets, Express, Baggage and Railway and Express accounting.

We have a full set of Freight and Passenger Tariffs, Classifications, showing freight rates on any commodity, both car load and less car load, between any point in Canada or the United States, on all railroads. We also have passenger tariffs showing fares between all points in Canada and the United States. There is no railroad office that has a more complete set of tariffs. We also have a complete set of forms and books as used in railroad stations, and the railroads are only too pleased to keep us supplied with all the forms we require. This branch of our institution is under the personal

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

supervision of men who have years of practical experience as station agents and travelling auditors, and we can positively prove to your satisfaction that we are the only school in Canada who have men qualified to teach these lines. They are men well known in the railroad business throughout the Ottawa Valley, having worked for the C. P. R., G. T. R. and N. Y. C. Ry., for a number of years as train despatchers, station agents, and travelling auditors, from Montreal to Vancouver and from Montreal to Chicago. We do not have to advertise that we worked on roads thousands of miles away. We worked in Ottawa and the Railroad officials here can vouch for us. Our teachers have just severed their connections with the different railways, therefore they are up-to-the minute men.

The station agents' course is the most complete of any school in America, and is recommended to the man who is ambitious for a future in the railway world. Graduates of this course are fully qualified to undertake a regular position with any of the Canadian or American railways, and we have no difficulty in placing in good positions all who complete this course.

The instruction covers the subjects mentioned in the Complete Telegraphy, Freight, Ticket and Baggage Courses. It is the most complete course of its kind in existence and is by far the best course to take, as it opens up over one hundred different avenues in which to seek employment. The Telegrapher on the railway regulates the salary, while your knowledge of Freight and Ticket work regulates your promotion. Every Telegrapher is required to sell Tickets, understand the Baggage work, and assist in a general way with the Freight work. The more ability you have as a beginner, the more rapid will be your progress and promotion. A Station Agency is a promotion to a Telegrapher.

The average time to complete this course in the Day School is six months, and students may finish this course in the same time as Telegraphy.

Young men employed in the city may also finish this course in about nine months, Night School.

No expense has been spared and no effort considered too great to make this work the most up-to-date and perfect of any undertaking of its kind.

## **CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**

We have the co-operation of

**The Canadian National Railways.  
The Canadian Pacific Railway Company.  
The Grand Trunk Railway Company.  
The Great Northwestern Telegraph Company.  
The Dominion Express Company.  
The Canadian Express Company.  
The Canadian National Express Company.**

Each and every one of these big corporations supply us, absolutely free, with their printed forms and station books with which to instruct our students.

They well know that the better trained telegraph students employed by them are graduates of this school and naturally enough they will look to us for those best trained in the other lines of work.

This course is not a long tedious study but extremely interesting and fascinating.

We do not give a mail course for the reason that we have very little faith in them. We have never yet known of a student becoming a qualified operator through a course by mail. Personal instruction is positively necessary.

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**Promotion is governed by ability. Operators are promoted to Agents. Agents to Train Despatchers, Train Masters and Superintendents. Show your ability by having the Station Agent's knowledge.**

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**Geo. Bury, Vice-President, C.P.R., Montreal, says:—**  
"We will employ your students when capable."

### **SCHOOL HOURS**

The Day School is open every day in the week from 9 a.m. until noon, and from 1.30 until 4 o'clock. Saturday, 9 to 12.

The Night School is held on Monday, Wednesday and Friday evenings from 7.30 to 9.30.

Both Day and Night classes are in session]the year round.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### YOUNG WOMEN WANTED AS COMMERCIAL TELEGRAPHERS

The introduction of the Day and Night Lettergram in Commercial Telegraphy will greatly increase the Telegraph business, for 50 words may now be sent at a slight increase over what it formerly cost to send 10 words. This means that more Commercial Telegraphers will be required. Naturally in sending 50 word Telegrams it is going to take five times as long as to send ten words—you can readily see what a demand this is going to create. No more practical course is offered young women than Commercial Telegraphy.

**The study is easy** and very fascinating. The work is light, clean and pays good salaries right from the start, much better than Stenographers or Bookkeepers receive.

The same code is used in Commercial Telegraphy as in Railway work the difference in the two courses, however, is that young men going on the Railway must study Railway rules, Train orders, Railway and Commercial Telegraphy, whereas, young women just study Commercial Telegraphy.

Positions are secured graduates in city or town offices throughout Canada.

J. L. Orbinson, Chairman of the Board C. H. & D. R. Co., writes:—There is no vocation that gives greater chance for advancement than that of the telegraph operator. Many young men starting as operators now hold the leading positions in the railroad world of to-day. Telegraphy is a grand thing to fall back on, even if a **young man or woman** should not intend to make immediate use of it, spare time and money cannot be better employed than in acquiring the art.

### TYPEWRITING

The typewriter is now very extensively used in Commercial Telegraph offices, although the Telegraph Companies do not insist upon the operators using them.

The appearance of a typewritten telegram is neater, and more can be accomplished by the use of a typewriter. The work is also much easier when one becomes expert on the machine.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

The typewriter, however, is not used to any great extent in ordinary railway telegraph work, except in the larger stations. Our school is equipped with the very latest make of typewriters (No. 10 Remingtons.) We have chosen this make of typewriters because it is recognized as the best by 95 per cent of the telegraph operators of America.

### TIME REQUIRED TO COMPLETE

It is quite difficult to say with exactness the length of time it will require a student to complete. Some make greater progress during the first two or three months, than in the latter part of the course. On the other hand, a number enter who find it difficult in mastering the primary work, and will have no trouble at all with the intermediate or higher grade. While, of course, the greatest number have no difficulty with any of the work.

In view of this, we never advise one to undertake the work unless he can put six months' time to the study.

This question invariably rests with the student. We can only answer by asking the amount of attention and study the student will give the work. If he has aptitude, and is attentive and punctual, he will, as a matter of fact, make better progress than those who fail in this respect.

While a number of schools advertise that their course can be completed in three months' time, it only demonstrates and proves the inferiority of those schools. They teach our primary work only for their entire course. They cannot fit one for actual work, but it is necessary for their graduates to spend an indefinite time in some office to complete their knowledge.

Indeed, we know of no other school in the country in which the student can entirely complete his course, so he will be enabled to master a position, drawing operator's salary, upon leaving such school. We have graduates of other schools come to us every day to complete, hence we know whereof we speak.



## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### OUR METHOD OF TEACHING

We have arranged our telegraph course in a series of graded exercises, taking the student step by step from the very beginning principles of telegraphy, to the top of this most interesting study, and covering every phase of the subject, both in railway and commercial telegraphy, fitting the student for a good position.

Each student receives personal instruction, and he can advance rapidly by devoting his time to study and practice.

Telegraphy is not a difficult or complicated study, but is easily learned by any person, young or old, and by our method of teaching, you acquire a thorough knowledge of the subject from the very beginning to the end, qualifying you for a splendid position of telegraph operator on the railway. Never before in the history of America has there been as great a demand for telegraph operators as there is to-day, and the young men who commence the study of telegraphy will be in line for some of the very best paying positions.

Our station agents' course includes freight and passenger rates and station accounting; also express rates and accounting. We have complete sets of tariffs on file, covering every railway in Canada and the United States, and we can positively state we are the only school in Canada who have men qualified or have the facilities to teach these lines.

### LEARN A TRADE

The young man without a trade is, in more respects than one, a pitiable object. He is a man without a future, without capital, and almost without hope. There are but two things open to him; one is to do drudgery work for others for small pay, with no prospect of ever rising above drudgery, and the other is to be a complete failure from the beginning to the end of his life.

Many young men have come to us from the slavery of doing odd jobs, and we have taught them and sent them on their way in the happy possession of a profession which gives them constant employment at a good salary every day in the year.

## **CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**

If we call the roll of the Presidents, General Managers, Superintendents, and other railway officials of the great railroads, and ask them how they got their start, the majority will say they began as Telegraph Operators.

Statistics show that 85 per cent. of the higher railway officials began their railway careers as Telegraph Operators, with no influence behind them and no one to boost them. They became expert operators, then Train Despatchers, Superintendents, General Managers, etc.

It was simply doing their duty every day as it came to them.

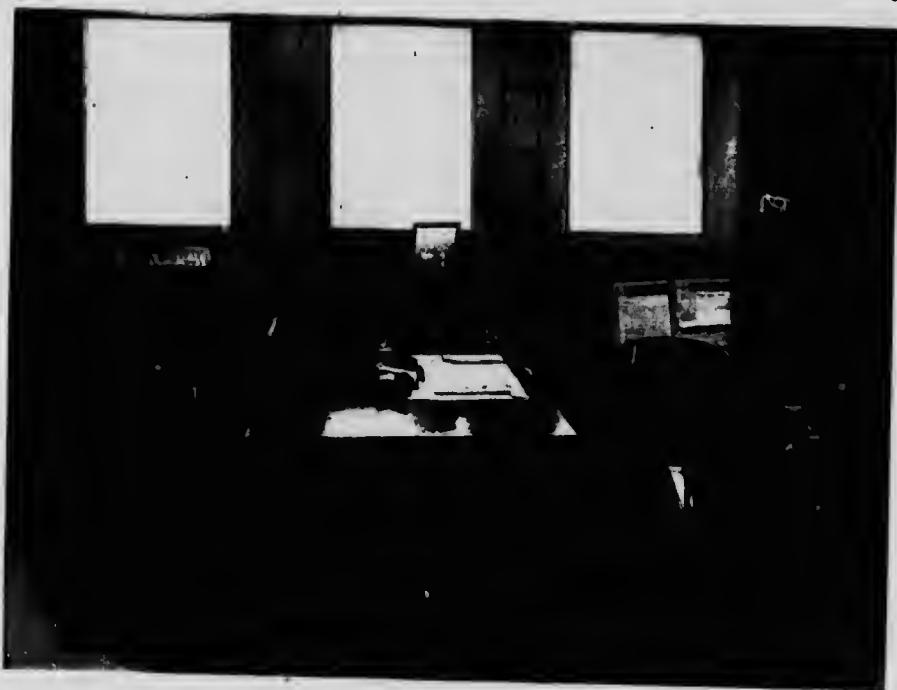
### **THE MINIATURE RAILWAY**

Frequently you will see telegraph schools advertising they have a miniature railway installed. This miniature railway is nothing more or less than a toy train that can be bought in any toy store. It runs along the wall up over your head (that is when it does run), and I have failed to find any one yet who have gained any practical experience from it. You could gain more practical experience by watching the street cars going down the street.

### **OUR METHOD**

Do you know that the operators and dispatchers in the Chicago yards never see a train while on duty? They have an electrical board in front of them; when a train comes into their jurisdiction a small light lights up and moves slowly towards them, in this manner they can keep track of all trains moving in their yards. We have installed this system, as it is the most modern in the railroad world. The lights are controlled by our train dispatcher by means of switches on his desk, and the student can see at all times if a train is coming towards his station. Each student has his own station to work in, it has a name and a telegraph call. He is responsible for orders, put out to trains, and must O.S. them the same as if he were working in any railway office. We also have terminal stations where student-operators must send the regular terminal consists, and other reports.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA



Office

### VISITORS

Visitors are always welcome. They are urged to visit the school while it is in session, so that they may see the various departments at work. Either the Principal or his Assistant will accompany them through the rooms, and give them every attention.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### SATISFIED PUPILS

We have files of letters for your inspection from satisfied pupils whom we placed in good paying telegraphers' positions on the C. P. R., G. T. R. and C. N. R., also from young ladies whom we placed in commercial telegraphers' positions with the Great North Western Telegraph Co., the Canadian Pacific Commercial Telegraph Co., The Postal and The Western Union. We are not having these printed in this catalogue for the space will not allow it. But if you will call at our office we will be only too pleased to let you read the original letters.

At this period of the world's history, this age of competition, but of privileges and opportunity, when men vie with each other in the accomplishment of great things, the stage of action is too crowded to give room to the weak, the untutored, the unskilled. True as this is, it is also true that never in the history of the world has the call for men been so resonant, and in no instance is this circumstance more so than in the field of telegraphy, a field in which the supply is never equal to the demand.

As the thread-like lines of a web, railways have spread and are yet spreading over this continent, and the consequent call for operators must continue to increase.

Again, no class of work offers more opportunities of promotion. Look over the railway arena of to-day, and you find that many, yes, very many, of the great railway managers have come up from the ranks of the telegraph operators. Truly, Telegraphy is one of the greatest avenues of the present day success, and in no place can a more thorough and practical knowledge of the art be obtained than at our school. The great success of our pupils proves this beyond a doubt.



**CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**



**Despatcher's Office**

Our class rooms have a floor space of  
two thousand seven hundred  
square feet.



## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### POSITIONS

This subject is perhaps of greater interest to many readers of this book than any other, and, with this in view, we give it a great deal of prominence.

The demand for operators at the present time is the greatest in the history of the telegraph and is greater than the supply. Positions pay \$118.00 and upwards to start.

We make it an important part of our business to assist our graduates in getting comfortably settled in good positions as soon as they are qualified, whether it requires the full six months or not.

Promotions in railway circles have been exceedingly numerous during the past five years, and nearly all of those promoted have come originally from the ranks of the telegrapher. There has been a great extension of railroad lines; many thousands of miles of track having been laid during the past few years, and there are many thousands more to be laid during the next five years.

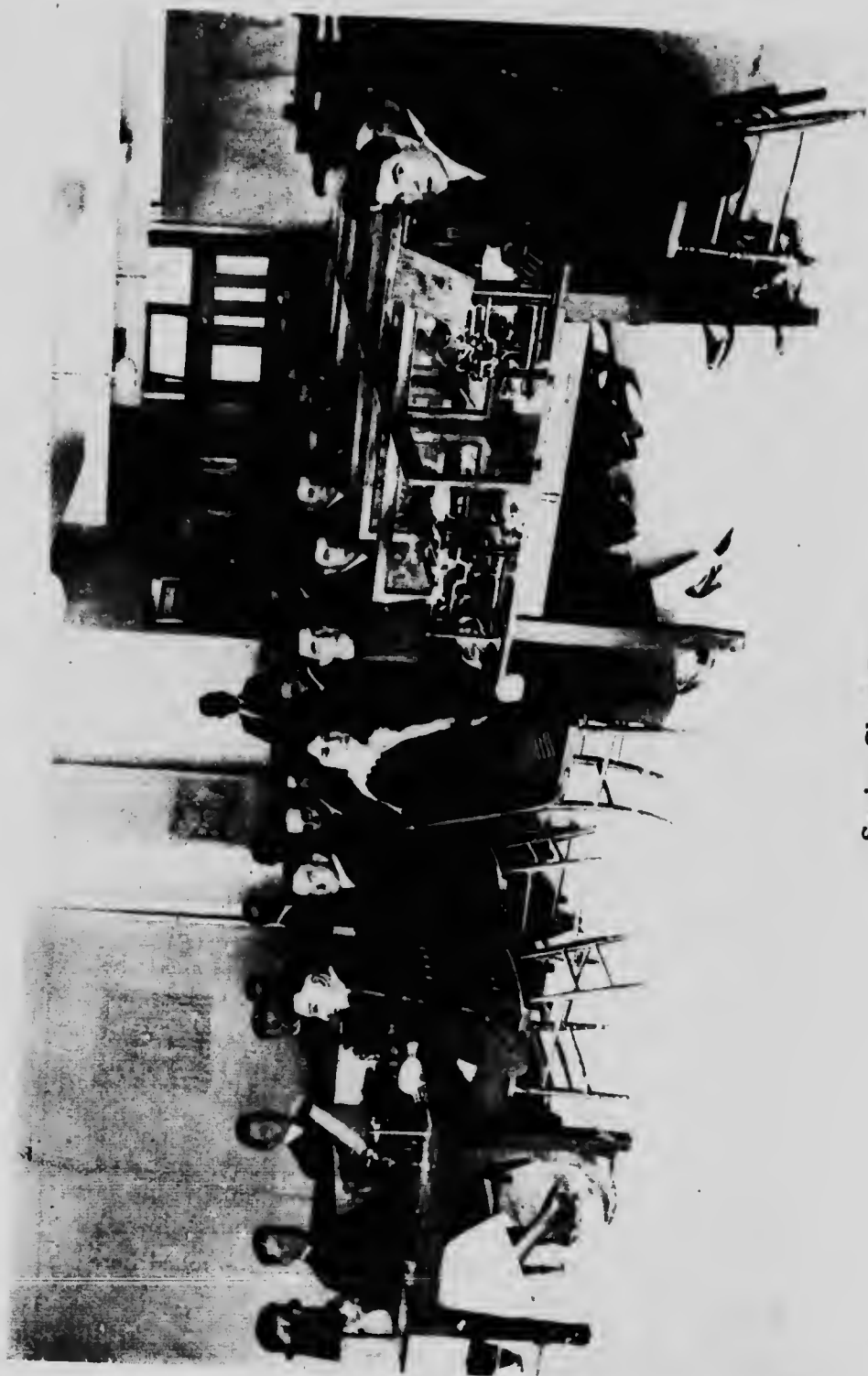
There is a continual growth in the commercial telegraph field as well. During the past few summers, both of the large commercial telegraph companies have found it necessary to work their regular operators several additional hours each day, which of course means excellent pay for the operator.

A competent operator is never without employment; he seldom has to seek it, but, on the contrary, it will seek him.

The securing of positions for our graduates is the easiest part of our work, for we have arrangements with the officials at the various divisional railway centres to apply to us when in need of Telegraphers, Freight Clerks, etc.

It is most natural that they should apply to us when they know this school is under the personal supervision of men who had years of experience on their own lines.

Graduates of other schools are to be found enrolled here at all times.



Senior Class Room

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### GOOD WAGES PAID

Newly made telegraph operators receive excellent wages, ranging from \$118.00 per month upwards for an eight-hour day. Here are a few of the salaries paid operators on the Canadian Pacific Railway, under their schedule of April, 1919, for an eight-hour day. Smith's Falls, \$169.45 per month; Carleton Place, \$160.50; Arnprior, Almonte, Renfrew and Pembroke, \$156.70; Trenton, \$169.45; Sudbury, \$173.35; Kenora, \$184.25; Calgary, \$181.25; Salmon Arm, \$184.90. Some of the agents' salaries are: Mile End, \$210.00 per month; Cornwall, \$205.00; Pembroke, \$175.00; Guelph, \$200.00; Chalk River, \$190.00; Portage la Prairie, \$200.00; Moose-jaw, \$255.00; Red Deer, \$220.00; and train despatchers receive \$300.20 per month. When you add to these amounts time and a half for overtime and Sundays, and all legal holidays and \$1.80 for each special call, it will give you an idea of the wages paid telegraphers. Agents are also provided with a free dwelling house, light and fuel. They also receive 11 per cent commission on all express business, 10 per cent on telegraph, 33 $\frac{1}{3}$  per cent on money orders, and from \$2.50 to \$7.50 on each steamship ticket sold. Telegraphers and agents receive two weeks' holidays with pay, each year, and train despatchers receive three weeks with pay. The Canadian National Railways and the Grand Trunk Railway have the same schedule of wages and working conditions as the C.P.R. Here is the minimum paid operators for an eight-hour day on a few of the American Railways as awarded by the United States Railroad administration under General Order No. 27, Director General Order No. 10 of December 28th, 1918. The Baltimore and Ohio Southwestern telegraphers receive \$168.09 with \$1.10 per hour for overtime and \$2.20 per special call. The Central of Georgia Railway, \$183.58 and all other roads are on a similar basis. These salaries are all based on a 26 working day month. We have the wage schedules of all railroads on file for your inspection.

The extension of the Telegraph service in all parts of the world, and especially along the lines of the net-work of new Railways in Canada, opens up a field rich in possibilities for the young men of this country.





Intermediate Class Room

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### OFFERING ADVICE

Very frequently you will hear objections to students emerging from Telegraph Schools, whereupon vigorous denouncement is made by many, always ready and eager to offer advice to discourage the study of telegraphy in any school or college.

But usually an assertion of this kind emanates from a jealous minded operator or agent through fear of young men gaining instruction, and through their superior opportunities may reach such a degree of efficiency that they might supplant them in the position in which they are indulged, from lack of the management to secure first-class and up-to-date operators, which it is known we do furnish.

Operators educated in the old way often allow their jealousy to take possession of them, and use every means in their power to discourage young men from studying telegraphy in a school. They will tell you that you cannot obtain a practical knowledge of the art of telegraphy in that way. That, if you would succeed, you must learn in the regular railroad office, etc., yet they will not teach you.

In order to convince anyone doubting our ability to teach telegraphy successfully, we ask you to make a thorough investigation of our methods of teaching; you can easily ascertain by writing to some of our graduates who have learned with us and are now holding good positions. Our school is now made up principally of brothers and relatives of former pupils who received their training with us and are now holding good positions on the different railways. This fact speaks emphatically in favor of our school.

In so far as learning telegraphy is concerned, there isn't any difference between the telegraphy here in the school and on the railway. We devote our entire time to instruction work in station duties, and a person would naturally make more progress here than he would loafing around a station and assisting the agent in all the various odd jobs that are to be attended to, such as lighting the lamps, delivering freight from the warehouse, carrying in coal to the heaters, sweeping off the platform, etc. When you can learn in this school in six months, it doesn't pay to spend years in some station.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### LEARN IN A GOOD TELEGRAPH SCHOOL

"I believe telegraphy can be taught in a school better than it has ever been taught in offices, . . . and it would come to this, that the college telegrapher would rank higher, five years hence, than the men who are learning telegraphy as I did thirty-five years ago—by hanging around and picking it up haphazard, and having to unlearn in the concluding year of apprenticeship a good deal that was learned in the first year. I have lived with the problem a great many years, and those who have thought most on this subject, as far as I have been able to judge, feel just as I do about it."

WALTER P. PHILLIPS,  
Ex-Manager United Press Association.

### A PRACTICAL MAN'S ADVICE

"A school under the direction and supervision of a competent teacher of Telegraphy is without doubt the best place to learn the business. On account of being specially instructed in their interests, the students would naturally be better equipped for their work, and would be of greater value to the railway companies. Telegraphy offers better opportunities for advancement than any other trade or profession."

E. DICKENSON,  
Third Vice-Pres. and Gen. Man., K. C., M. & O. R. R.

### SAFETY FIRST

At the present time there are two telegraph schools in eastern Ontario who make very rosy promises to their prospective students. We are having graduates from these schools coming to us every day to qualify for positions. And we have sworn statements from several of them on file in our office for your inspection. We would ask you to investigate these schools as well as our own Institute before enrolling and we are satisfied you will FIND ours so much superior that you will enroll with the CANADIAN RAILWAY TELEGRAPH INSTITUTE.

## **CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA**

### **WHAT RAILWAY OFFICIALS SAY ABOUT THE AGENTS' COURSE**

**C. E. Friend**, General Auditor, C.N.R., Winnipeg, says: It is practically essential that all men desiring to get on in railway life should have a general knowledge of Freight and Passenger work, and if they can obtain this knowledge in your school while studying Telegraphy, they can undoubtedly get positions, and in a very short time, with a little experience at a regular station, take charge of some station, which would be impossible to do if they were only Telegraphers. Most of the stations have not sufficient telegraph business to keep an operator at that work alone, and he will have to learn how to sell tickets, make out reports and assist in a general way with the freight records.

Any pupil who graduates from your School should have no difficulty in securing a position, and **succeed**.

I shall be glad to do anything I can to place any pupils desirous of securing positions on our line.

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### **TELEPHONES USELESS FOR RAILWAY WORK Telegraphy Only Method. Eight-Hour-Day Means 30,000 More Employees to Man the Tickers.**

New York, April 15 (Special).—Even while the men worked 12 hours a day the railroads of America found it a difficult task to secure the requisite number of operators. The coming into force of the law which prohibits telegraphers from working more than 8 hours out of the 24 makes conditions more acute. The railway magnates foresaw this, and the telephone was tried out in some of the more remote districts, and at some of the unimportant stations, but it "fell down," and the ticker, of time proven reliability, gained its victory over the 'phone as a device for railway service. The men must be supplied, but this cannot be done offhand, so it is expected that Congress will grant an extension of time to the companies, allowing them an opportunity to abridge the difficulty.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### WILL STICK TO TELEGRAPH

(From the Canadian Railroad Employee.)

The intention of the Baltimore and Ohio Railroad Company to install telephones on the West Virginia and Pittsburg Division has been abandoned, which means that the telegraph will remain the permanent method of communication over the entire system. On the Parkersburg branch, where experiments have been made with the 'phone method for the last three months, the results have not been satisfactory. Although the most modern equipment was employed, it failed to come up to expectations, the principal objection being the loss of time and the increased chances for mistakes. The method has never been popular with dispatchers and operators, and they are glad to return to the key.

(The Canadian Railroad Employee is the Official Journal of the Canadian Brotherhood of Railroad Employees.)

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P. J. Lynch, Supt., G. T. Ry., Allandale, says: "The telephone system, which has recently been installed on this Division, is used only for despatching purposes. In electrical storms it is necessary to use the Telegraph. A knowledge of the Freight, Ticket and Baggage work is undoubtedly essential for advancement in station service."

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Geo. D. Perry, General Manager, Great North Western Telegraph Co., says:—"The demand for competent telegraph operators is as great at the present moment as at any time in our history, and the remuneration paid is of course proportionately larger than ever before.

"From present indications it would seem that this situation will obtain even to a greater degree in the future.

"This Company will always be glad to employ any competent operators whom you have to offer and for whom we have openings.

"This Company is also willing to take any advanced students who may not be quite competent for actual work and provide means for finishing their study in telegraphy."

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

J. P. Smith, Inspector of Agencies, C.P.R., Montreal, says: "I do not see any possible chance for the telephone to replace the telegrapher; while the telephone is a great boon to train despatching, the knowledge of telegraphy is essential. I do not know of a better business for a man to enter than railroading, and the station work is one of its most important branches."

W. G. Brownlee, General Transportation Manager, G. T. R., Montreal, says: "Telegraphers entering the service are required to sell tickets, and are promoted to Day Operators and Ticket Agents. Besides, they must have a knowledge of the Freight work before taking charge of a station. These positions pay good salaries."

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A recent issue of the RAILWAY ATLAS, the official paper of every railway in the United States and Canada, says: "At the present time, the increase in the construction of new railways is enormous, and it will require over THIRTY THOUSAND new telegraph operators each year to fill the demand caused by this construction." There is no possible doubt as to the demand for telegraph operators.

From time to time sensational articles go the rounds which might cause those not posted to think that the telephone was going to supplant telegraphy. Those who are in the best position to know scout the idea that the telephone will ever entirely take the place of telegraphy, or be used other than as an auxiliary to the trustworthy system of telegraphy. The working force will be required to be acquainted with both telegraph and telephone usage. Not a single railroad in the country has adopted the telephone exclusively, nor do they intend to.

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The C. P. R. have installed more telephones along its lines than any other railway in America, but they have not dispensed with the services of even one operator on that account. For the past twelve years, they have had a double copper wire system and the most perfect and expensive telephone equipment obtainable. More recently they have extended the telephone lines all over the system, but you find the operators on duty as before. Some American railroads, after trying out the telephone for train service work for a number of years, have abandoned its use entirely.

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

### NO LAGGARD NEED APPLY

Summing up the aims and ideals of the school in as few words as may be, The Canadian Railway Telegraph Institute stands for honest, steady, earnest practical work,—“a long pull, a strong pull, and a pull together.” It is conducted to meet the needs of ambitious young people who desire to fit themselves for the Railway Telegraph Service.

In other words, this school does not knowingly enroll students who desire to loaf, to waste time, to squander money, or do half-hearted work. To be quite frank, such a person is not wanted here.

If you wish to prepare for success in the railway world, and are ready and willing to work and be steadfast to the end of your course, if you are hopeful and ambitious, and believe in yourself, this is the place for you, and your time will be pleasantly and very profitably spent. We mean business, and business means work. No laggard need apply. Our school is extensive, but it is too small for him.

### GENERAL RULES AND INFORMATION

**Tuition fees.**—The rates for the different courses are given on the price list enclosed.

**Board and Room.**—This may be secured in private families close to school for \$5.50 to \$6.50 per week. We refer you to these places on your arrival here.

**Origin and purpose.**—School established to meet the growing demand for an institution devoted entirely to railway station work. Its purpose is to train young men between the ages of 16 and 35 to fill positions in station service of Canadian and American Railroads and to train young women for Commercial Telegraphers.

**Cost is small.**—The cost of a complete course with us is small in comparison with the returns received or in comparison with learning a trade or profession. It usually takes four years to learn a trade at the end of which time you do not make as much money as a telegraph operator would make after six months' study. You have to spend money to make money and you cannot spend it in any other way that will bring you such quick results.

**On Arrival.**—For those who live outside the city and are strangers in Ottawa, we will if they wish have someone from the school to meet them at the station. Our school colors will be sent to you to wear on your outside coat upon your arrival which will enable our representative at the station to distinguish you from other passengers.

## The Morse Telegraph Alphabet

<b>A</b> ---	<b>B</b> ----	<b>C</b> .. .	<b>D</b> ---	<b>E</b> .	<b>F</b> ---	<b>G</b> ---
<b>H</b> ----	<b>I</b> ..	<b>J</b> ----	<b>K</b> ---	<b>L</b> ---	<b>M</b> ---	<b>N</b> ---
<b>O</b> ..	<b>P</b> ----	<b>Q</b> ----	<b>R</b> ---	<b>S</b> ---	<b>T</b> ---	<b>U</b> ---
<b>V</b> ----	<b>W</b> ---	<b>X</b> ----	<b>Y</b> ---	<b>Z</b> ----	<b>&amp;</b> ----	

## Numerals

<b>1</b> ---	<b>2</b> ----	<b>3</b> ----	<b>4</b> ----	<b>5</b> ---
<b>6</b> -----	<b>7</b> ----	<b>8</b> ----	<b>9</b> ----	<b>0</b> ---

## The Practical Punctuation Code

<b>Period</b> -----	<b>Comma</b> -- --	<b>Interrogation</b> -----	<b>Quotation</b> -- --
<b>\$</b> -----	<b>Cents</b> ---	<b>Decimal</b> -- --	<b>Fraction Line</b> -

The Foundation of Telegraphy



# GOOD POSITIONS WAITING

For Young Men  
trained as

Station Agents  
Telegraphers  
Freight and  
Ticket Clerks



**Canadian  
Railway  
Telegraph  
Institute,  
Ottawa,  
Ont.**





